

December 16, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AN AMENDMENT TO SECURITY SERVICES CONTRACT NO.
73347
WITH ELITE SECURITY SERVICES, INC.
FOR VARIOUS HEADQUARTERS AND PARK FACILITIES
(First, Second, and Fifth Districts - 3 Vote Matter)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the approval of the Amendment to Security Services Agreement Number 73347 is categorically exempt from the California Environmental Quality Act (CEQA).
2. Approve and instruct the Chairman to sign the attached Amendment to Security Services Agreement Number 73347 with Elite Security to add an additional facility and increase the contract sum of the agreement to \$224,130.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On May 15, 2001, your Board approved a Security Services agreement with Elite Security to provide services at various Department Headquarters and Park Facilities. Due to the recent consolidation of staff into the existing Department Headquarters on 433 S. Vermont and a new satellite facility at 510 S. Vermont, there is a need to amend the existing agreement to provide security services at the 510 S. Vermont facility.

Implementation of Strategic Plan Goals

The proposed amendment will further the Board-approved County Strategic Plan Goal 2, Workforce Excellence, by providing a safe environment for County employees, and Goal 4, Fiscal Responsibility, through the provision of quality security services at a savings over County costs.

FISCAL IMPACT/FINANCING

The increased contract cost for providing additional security services is \$13,618 per year, for a total contract cost of \$224,130 annually. The contractor's per hour rate remains the same, however, the increase in the contract sum is due to the additional hours necessary to provide a guard at the new satellite facility.

The Department's adopted Fiscal Year 2003-2004 budget for services and supplies did not include this contract increase and may require the Department to request an appropriation adjustment to re-allocate savings from other budgetary allocations to services and supplies to cover these costs as well as other costs associated with the management of the building and related moving costs. These ongoing building management costs will be incorporated in the Department's Fiscal Year 2004-05 Budget Request when it is submitted to the Chief Administrative Office.

The Department is working with Ombudsman, who is occupying approximately 2,300 square feet at 510 S. Vermont, to develop an agreement for the Ombudsman to pay its proportional share of building costs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On May 15, 2001, your Board approved Security Services Agreement Number 73347 with Elite Security to provide security services at various Department Headquarters and Park Facilities. This agreement only specified one Administrative Headquarters Facility at 433 S. Vermont Avenue, Los Angeles.

The Department recently consolidated administrative staff into two buildings on Vermont Avenue. The existing Department Headquarters is located on 433 S. Vermont and the new satellite facility at 510 S. Vermont, across the street. At the request of the Chief Administrative Office, the Department occupied an existing County-owned facility rather than leasing space at another building. Due to staff occupying a new satellite facility at 510 S. Vermont, there is a need to amend the existing agreement to provide additional security services and consequently increase the contract sum.

The term of the contract was for two (2) years with three (3) one-year option periods. In May 2003, the Department exercised the first one-year option period extending the agreement through May 31, 2004. Department staff is currently finalizing a Request for Proposal to solicit a new agreement for security services with anticipated Board approval in April 2004.

Elite Security has executed the attached amendment and County Counsel has approved the amendment as to form.

NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT

The approval of this contract amendment is categorically exempt under the California Environmental Quality Act (CEQA) under Section 15301(h) of the Guidelines for the Implementation of the California Environmental Quality Act and Class 1(j) of the Environmental Document Reporting Procedures and Guidelines, which your Board adopted on November 17, 1987.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The security services are currently being provided by Elite Security; therefore, there will be no employee impact to existing staff.

CONCLUSION

It is requested that a certified copy of the action taken by your Board and a fully executed copy of the attached amendment be mailed to Elite Security, Attention: Mr. Richard B. Feely, 18006 Skypark Circle, Suite 211, Irvine, CA 92614. It is also requested that two (2) conformed copies be forwarded to this Department.

Respectfully submitted,

Tim Gallagher
Director

TG:lg

Attachments

c: Executive Officer (22)

**AMENDMENT NO. 1 TO COUNTY CONTRACT #73347
FOR THE SECURITY SERVICES FOR
VARIOUS ADMINISTRATION AND PARK FACILITIES**

THIS AMENDMENT TO THE SECURITY SERVICES CONTRACT, made this _____
day of _____, 2003

BY AND BETWEEN THE

COUNTY OF LOS ANGELES, a
body corporate and politic,
hereinafter referred to as "County",

AND

ELITE SECURITY, hereinafter
referred to as "Contractor" for
security services, hereinafter
referred to as "services" for at
**Various Administration and Park
Facilities**, hereinafter referred to as
"facilities".

R E C I T A L S

WHEREAS, the parties hereto have entered into County Contract #73347 on
May 15, 2001, for the provision of security services at various Administration and Park
Facilities; and

WHEREAS, both parties agree to amend said contract to add an additional
facility to Exhibit A, *Statement of Work* and increase the contract sum as identified in
Exhibit B, *Pricing and Billing Schedule*; and

NOW THEREFORE, in consideration of the mutual promises, covenants and
conditions set forth herein, the parties hereto and each of them do agree as follows:

1.0 STATEMENT OF WORK

The existing Section 1.01.01.a of Exhibit A, *Statement of Work*, is amended to include one additional facility at Parks and Recreation Administrative Offices at 510 South Vermont Avenue, Los Angeles.

2.0 PRICING AND BILLING SCHEDULE

Section 1 (1) of Exhibit B, *Pricing and Billing Schedule*, is amended to include one additional facility to “Department Administrative Headquarters” for an increased cost for “Total Administration Headquarters” to Forty Four Thousand Two Hundred Fifty Eight Dollars and Fifty Cents (\$44,258.50) and an Annual Contract Cost for all facilities to Two Hundred Twenty Four Thousand One Hundred Thirty Dollars (\$224,130).

3.0 RATIFICATION

All other terms, conditions, covenants and promises of the contract not affected by this Amendment shall remain in full force and effect and are hereby reaffirmed.

4.0 EFFECTIVE DATE

The effective date of this Amendment to the Agreement shall be the date of approval hereof by the Los Angeles County Board of Supervisors.

IN WITNESS WHEREOF, the Contractor has executed this Amendment to Contract #73347 or caused it to be fully executed, and the County of Los Angeles, by order of its Board of Supervisors has caused this Amendment to be executed on its behalf by the Chairman of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, on the day and year first written.

ELITE SECURITY SERVICES, INC.

By _____

COUNTY OF LOS ANGELES

By _____
Chairman, Board of Supervisors

ATTEST:

VIOLET VARONA-LUKENS
Executive Officer-Clerk
of the Board

By _____
Deputy

APPROVED AS TO FORM:

LLOYD W. PELLMAN
County Counsel

By _____
Deputy